

ADMINISTRATIVE & FINANCIAL PROCEDURES FOR
[redacted]
DURING BROOKINGS INSTITUTION FELLOWSHIP
15 MARCH 1965 - 15 MARCH 1966

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1. During [redacted] attendance at the Brookings Institution, he will be carried on the rolls of the Executive Staff.

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2. Time and attendance records will be maintained by the Executive Staff and in the event of annual or sick leave, he must inform the Executive Staff accordingly.

3. [redacted] should take immediate steps to authorize his bank to act as Power of Attorney during his absence for the receipt and deposit of his salary check. He should also provide the Budget & Fiscal Branch, A&TS, by memorandum, the name and address of the bank to which he desires his salary check to be forwarded for deposit.

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4. Hospitalization claims and the payment of insurance premiums may be handled by mail, or he may handle such matters personally at Headquarters. In the event he desires to use the mails for this purpose, the address is as follows:

Government Employees Health Association
P.O. Box 463
Washington, D.C. - 20044

5. If funds will be required by [redacted] for entertainment purposes, he should request the Director of Security to authorize the expenditure of such funds since OTR will not authorize this in the travel order.

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6. The Office of Training, CIA, will prepare his travel order for the period of the Fellowship. It will authorize the expenditure of funds in the amount of \$1500. (See attached estimate of expenses/travel and per diem.) Travel vouchers will be submitted monthly to the External Training Branch, OTR, Room 839, 1000 N. Glebe Road, Arlington, Va.

7. The tuition fee of \$500 for his attendance at the Brookings Institution will be borne by the Office of Training, CIA.

1. Larry - info CS 3/17
2. file
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25X1A9A 8. ~~_____~~ will be permitted to retain his official parking permit for the District of Columbia; however, he will surrender his Agency parking permit and utilize the Visitors Parking Lot when visiting Headquarters. The former will be renewed prior to expiration on 30 June 1965 by the Chief, Logistics Branch, A&TS, and ~~_____~~ 25X1A9A will be so advised.

9. Since ~~_____~~ desires to carry his CIA credential for 25X1A9A identification purposes when contacting police, credit, and school representatives, he should direct a memorandum to the Deputy Director

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~~_____~~ stated he can see no ob- 25X1A9A
jection to ~~_____~~ carrying the CIA credential since he is an overt 25X1A9A
CIA employee.